

Supported Employment Services Conditions of Participation

Supported employment services may be provided to assist participants to acquire and maintain the work-related skills necessary for employment or to become self-employed. These services include individualized evaluations, job development, and job placement activities that will lead to an appropriate job match for the participant and the employer. Following job placement, the provider may offer intensive, ongoing supports, including supervision and additional training, to enable participant to perform in the workplace.

Supported employment services may be offered in a variety of settings, but, because independence and community integration are significant goals for these services, they may not be provided in sheltered workshops or other similar specialized vocational facilities

The provider who choose to offer supported employment services must be certified as a provider of supported employment under 7 AAC 130.214 (b)(1)(F), meet with the requirements of 7 AAC 130.270, and operate in compliance with the following standards.

I. Program Administration

A. Personnel.

1. Supported employment program administrator.

- a. The provider agency must designate a supported employment program administrator who is responsible for day-to-day management of the program.
- b. The provider may use a term other than program administrator for this position, e.g., program director, program manager, or program supervisor.
- c. The program administrator must be at least 18 years of age, and qualified through experience and education in a human services field or setting.
 - i. Required experience
 - (A) one year of full-time paid experience working with human service participants and their families, programs and grants administered by Senior and Disabilities Services, and providers of program and grant services; and
 - (B) one year (which may be concurrent) of full-time, paid experience as a supervisor of two or more staff who worked full-time in a human services field or setting, in a position with responsibility for planning, development, and management or operation of programs involving service deliver, fiscal management, needs assessment, program evaluation and similar tasks
 - ii. Required education: high school or general education development (GED) diploma
- d. In addition to meeting education and experience requirements, the administrator must possess, or develop before providing program services, the knowledge base and skills necessary to carry out the supported employment services program.
 - i. The administrator knowledge base must include:
 - (A) the medical, behavioral, and habilitative conditions and requirements of the population to be served;
 - (B) supported employment philosophy, state regulations and emerging service delivery techniques;
 - (C) the laws, regulations and policies related to governing services for individuals with disabilities.
 - ii. The administrator skill set must include:
 - (A) the ability to evaluate, and to develop a service plan to meet the needs of the population to be served;
 - (B) the ability to organize, evaluation, and present information orally and in writing; and
 - (C) the ability to supervise and support supported employment services workers.

2. Supported employment services direct care workers.

- a. Direct care workers must be at least 18 years of age, qualified through education or experience, and possess, or develops before providing services, the skills necessary to perform the tasks included in the supported employment services plan.
- b. Required education: high school or general education development (GED) diploma.
- c. Required skill set:
 - i. vocational exploration and discovery for individuals with disabilities;
 - ii. benefits counseling, including the impact of wages on state and federal disability benefits;
 - iii. researching employment opportunities;
 - iv. job development and job matching;
 - v. identifying and teaching required employment-related skills; and
 - vi. job coaching and support

B. Training.

1. The provider must orient and train direct care workers to ensure they are qualified to perform, and to maintain a safe environment while providing, supported employment services.
2. The provider must train direct care workers in regards to the following:
 - a. state policy and regulations governing the provision of supported employment services;
 - b. understanding the needs of the population to be served;
 - c. universal precautions and basic infection control procedures;
 - d. cardiopulmonary resuscitation (CPR) and first aid; and
 - e. personal care skills for those participants who require assistance while receiving supported employment services.

C. Monitoring services.

The provider agency must monitor the delivery of supported employment services as frequently as necessary to evaluate whether the following conditions are met:

1. the services are furnished in accordance with the service plan and in a timely manner;
2. the services do not include payment for the supervisory activities rendered as a normal part of the business setting; and
3. the services are delivered in a manner that protects the participant's health, safety and welfare.

II. Program operations**A. Services offered.**

The provider may not render to participants any supported-employment services that duplicate those available from the Division of Vocational Rehabilitation or from a school district providing services under the Individuals with Disabilities Education Act (IDEA).

B. Billing for services.

The provider agency may not claim reimbursement for

1. incentive payments made to an employer to encourage or subsidize the employer's participation in a supported employment program;
2. payments that are passed through to users of supported employment programs; or
3. payments for any training that is not directly related to the participant's supported employment program.

III. Supported employment services plan**A. Development.**

1. The provider must collaborate with the participant's care coordinator
 - a. to determine the participant's need for supported employment services, and
 - b. to identify the goals the participant might achieve through the services.

2. The provider must specify in supported employment services plan
 - a. the activities that will assist the participant to secure and retain employment or self-employment, and
 - b. the amount, frequency and duration of each activity.
3. The supported employment services plan must be retained in the participant's file, and be made available to Senior and Disabilities Services upon request.

B. Implementation.

1. The provider must ensure the safety of the participant at all times in the provision of services.
2. The provider must provide services in a manner that results in the intended goals of service provision including:
 - a. work skills needed to perform on the job and obtain or maintain job stability;
 - b. maximum integration of the participant in the work setting and the community;
 - c. development of a system of natural supports in the workplace and community; and
 - d. employment that leads to increased earnings and work-related benefits.